



*Mayoral Institute Seminar  
for All Hazards Preparedness  
MGT-311*



**Texas Engineering Extension Service (TEEX)  
National Emergency Response & Rescue Training Center (NERRTC)  
Texas A&M University System**

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# *Mayoral Institute Seminar for All Hazards Preparedness MGT-311*

## **Training Level**

Executive

## **Venue**

The mayoral program can be delivered on-site to any requesting mayor, county executive officer or county commissioner. Each mayoral seminar is fully funded by a training grant provided by DHS, Office of Grants & Training (G&T).

## **Course Length**

1 Day (6 hours)

## **Overview**

The Mayoral Institute Seminar is a forum for the nation's Mayors to discuss disaster response challenges unique to mayors, county executive officers, and county commissioners. This facilitated discussion is designed for 8-12 mayors—preferably a group of mayors sharing regional response interests. Providing a unique opportunity to share proven strategies, the seminar features a multimedia terrorism scenario and other relevant all-hazards vignettes designed to fuel discussion and highlight key issues of the Emergency Management framework.

## **Workshop Topics**

Major discussion threads include:

- Roles and responsibilities and preparedness challenges
- Domestic preparedness resources and how to leverage them for your community
- Homeland Security Strategic Planning as it relates to risk and needs assessment and the Emergency Operations Plan (EOP) for your jurisdiction
- Executive-level incident response and recovery considerations, including medical/public health, situational appraisal, incident management (ICS), mutual aid agreements, media relations, recovery and restoration processes, Federal assistance, and business/economic recovery

Mayors receive an Executive Handbook outlining the Emergency Management framework (protection, preparedness, response, and recovery phases) as well as other key mayoral-level issues and discussions topics. This handbook contains practical “desktop” resources including:

- The Quick Reference Guide to the National Response Plan (NRP)
- The Terrorism Incident Annex to the NRP
- An overview of the current DHS State Homeland Security Assessment and Strategy (SHSAS) process for obtaining equipment, training, exercises, and technical assistance as well as other Federal WMD preparedness assistance programs
- Descriptions of appropriate Federal-level training courses available to community emergency responders and mayor's incident management team
- A synopsis of Federal operational response capabilities
- The American Bar Association (ABA) Checklist for State and Local Attorneys
- A list of Internet resources and a glossary of relevant terms and acronyms

## **Class Size**

Maximum of 8-12 participants

## **Point of Contact**

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